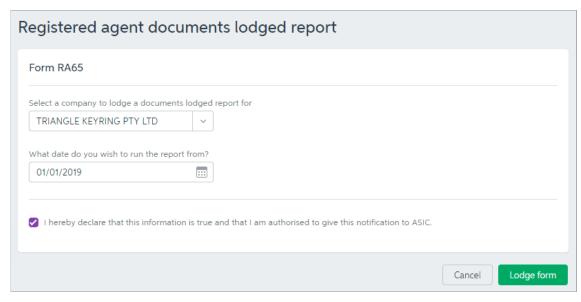
## Requesting a documents lodged report (RA66) - AU

RA65/66

You can request a report from ASIC listing all documents lodged from a certain date.

## To request a documents lodged report

- 1. Select **All clients** and click **Corporate admin** on the top menu bar. The **Client lodgements** page appears.
- 2. Click the **Agent lodgements** button on the secondary navigation menu. The **Agent lodgements** page appears.
- 3. Click the **Prepare form** button at the top-right of the page.
- 4. Click Prepare form next to Documents lodged report. The Registered agent documents lodged report page appears.
- 5. Type the company name in the **Search for company** field. As you type, a list of companies appear in the dropdown list.



6. Enter the date you want to run the report from. The report will list all documents lodged after this date.

- 7. Select the I hereby declare that this information is true and that I am authorised to give this notification to ASIC checkbox.
- 8. Click Lodge form.

## To view the documents lodged report for a company

- 1. Select **All clients** and click **Corporate admin** on the top menu bar. The **Client lodgements** page appears.
- 2. Click the **Agent lodgements** button on the secondary navigation menu. The **Agent lodgements** page appears.
- 3. Click the ellipses button for the **Documents lodged report** received and choose **View documents**.